



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY FORCES COMMAND
1777 HARDEE AVENUE SW
FORT MCPHERSON GEORGIA 30330-1062

REPLY TO
ATTENTION OF

AFLG-PR

SUSP: 9 January 1998
2 December 1997

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Contracting Information Letter (CIL) 98-8,
Contracting Officer Warrants

1. To qualify for a Contracting Officer warrant above the SAP level, an individual must meet the following criteria:

a. Training: Completed mandatory contracting courses for the level and grade at which the individual is serving. Certification at the level is sufficient to meet this standard.

b. Education (must have one of the following):

(1) Baccalaureate degree.

(2) At least 24 semester hours (DANTES or CLEP equivalency exams may be included) among: accounting, law, business finance, contracts, purchasing, economics, industrial management, marketing, quantitative methods, organization and management.

(3) At least 10 years acquisition experience before 1 October 1991 (grandfathered).

c. Experience:

(1) Level I (GS5 thru 8): One year of contracting experience.

(2) Level II (GS9 thru 12): Two years of contracting experience.

(3) Level III (GS13 and above): Four years of contracting experience.

2. For those in the 1105 series to qualify for a Contracting Officer warrant at the SAP level,

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the following criteria must be met:

a. Training:

(1) Level 1 (GS5): Simplified Acquisition
Fundamentals (PUR 101).

(2) Level II (GS6 thru 8): Level I requirement plus
Intermediate Simplified Acquisition Procedures (PUR 201).

(3) Level III (GS9 and above): Same as Level II.

b. Education: There are no mandatory education
requirements for the 1105 series.

c. Experience:

(1) Level I: One year of experience in purchasing.

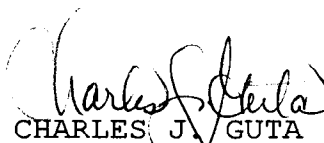
(2) Level II: Two years of experience in
purchasing.

(3) Level III: Three years of experience in
purchasing.

3. Generally, Contracting Officer warrants should be
limited to the Director or Chief, Branch Chiefs, and Team
Leaders. Cost/Price Analysts, System Administrators,
Property Specialists, Quality Assurance Specialists, etc.,
will normally not be considered for a warrant.

4. The criteria for contracting officer warrants for
military personnel may be found in CIL 97-18.

5. In order to evaluate the warrants in Forces Command,
each DOC is requested to provide the PARC with a wiring
diagram showing personnel by name, grade, and position. Be
sure to include your sub-installations or offices. **Please
provide this diagram NLT 9 January 1998.** For additional
information, please contact Clyde Thomas at DSN 367-6372.



CHARLES J. GUTA

Colonel, AC

Chief, Contracting Division, DCSLR
Principal Assistant Responsible
for Contracting

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